PROJECT TEAM MEMBER ROLES

The project team participates in project activities. A project team member is an appropriately skilled individual who may be assigned to a project as a core member or a resource depending on the needs of the project. Project team members, as necessary, assist the project manager in planning the development effort and help construct commitments to complete the project within established schedule and budget constraints.

GENERAL FUNCTIONS

A project team member:

- Identifies solution alternatives.

- Works on tasks as assigned.

- Supports the project and participates, as needed, in project planning, execution, and closing.

INITIATION PHASE

A project team member:

- Works with project sponsor and customers to define the project in more detail.

PLANNING PHASE

A project team member:

- Develops the project approach.

- Participates in partitioning and assigning tasks.

- Identifies staff training needs for project.

- Ensures that project execution team, if different from planning team, fully understands requirements.

- Participates in planning meetings and in development of estimates and schedules.

EXECUTION PHASE

A project team member:

- Tracks execution effort of their tasks and reports status in a timely manner.

- Executes assigned project tasks.

- Identifies problems and proposes solutions.

- Identifies and reports risks as they are found. Proposes possible contingency.

- Participates in change reviews, as needed.

- Participates in project status meetings.

- Creates product documentation.

CLOSING PHASE

A project team member:

- Turns over all project-related documentation to the project manager for archiving.

- Prepares for and participates in the lessons learned meeting.

- Celebrates the end of the project with project manager and stakeholders.